Configuring Eudora Pro 3.0

On The Macintosh

Revision 3.0

August 29, 1996



Prepared By The Center Network Environment (CNE)

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These instructions assume that you have requested and received an account on a CNE POP server, registered to receive a copy of the commercial version of Qualcomm's Eudora Pro software (a.k.a. Eudora), and have downloaded a copy of Eudora on your local system.

Introduction

Eudora Pro is the e-mail client recommended for Macintoshes and for PCs running Windows by NASA's Postmaster Working Group (PWG). NASA has purchased a site license of Eudora Pro and its documentation for use across the Agency.

Eudora Pro utilizes a series of specialized routines called the Post Office Protocols (POP) to access a POP mail server. This server is where e-mail messages are stored prior to being downloaded by a POP mail client. Once a connection is established between the client and the mail server, messages are downloaded to the e-mail client. Incoming e-mail is downloaded to your local machine, so that you may read these messages with the Eudora client.

Whenever a message is sent from within Eudora, the outgoing e-mail is uploaded by Eudora to a server using the Simple Mail Transfer Protocols (SMTP). It is from this server that e-mail is delivered to other network users.

POP and SMTP are both standardized protocols that have been in use across the Internet for years. It is the adoption of standards like these that make Eudora such a reliable and interoperable product.

Installation

Once you have downloaded the Eudora client onto your Macintosh, you will have a choice of installing the standard version, the "68K" version, or the "PowerPC" version. The "68K" version is for users of older (non-PowerPC) Macintoshes. Double click on the appropriate installer to bring the application and all of its settings up to the latest version.

Note: You should run an installer if you have been using a previous version of Eudora in order to update <u>ALL</u> of the settings files!

After running the appropriate Eudora installer, you will need to set up a few environmental parameters in order for it to work correctly. As previously stated, you *must* already have an account on a POP server in order to complete this information. Since Eudora downloads your mail to a local disk, you will need to make sure that you have plenty of disk space on your Mac to hold all your mail files (5 Megabytes is usually sufficient).

Launching Eudora Pro

To begin, double-click on the "Eudora Pro Folder" icon to view the contents of the directory, then double-click on the "Eudora Pro 3.0" icon to launch the program. If prompted for a password, just click on the **Cancel** button. Once the program has loaded, you will see seven menu items across the top of your screen:

File Edit Mailbox Message Transfer Special Window

In order to set your e-mail environment settings, pull down the **Special** menu, and click on the **Settings...** option. A window with a column of icons running down the left hand side will appear. The first setup screen will be **Getting Started**. You will notice that the **Getting Started** icon on the left of the **Settings** window is highlighted. As you proceed to make changes to your settings, simply highlight the icon on the left of the settings window to go to that configuration section.

Not all of the configuration options are used or need to be modified. Only those options requiring user input in order for the application to operate properly are detailed below. For the options which are not covered in the following paragraphs, a full discussion about them can be found in the Eudora User Manual.

Getting Started

This section establishes an identity for the Eudora client to use when connecting to the mail server.

POP Account: In this space, you should fill in your account name on your POP server. This entry should consist of your login name, followed by the '@' symbol and the fully qualified name of your POP server (e.g., nriveria@pop500.gsfc.nasa.gov). This is the account to which all of your mail will be sent (and from where Eudora will download your e-mail).

Real Name: The contents of this field will be placed in parenthesis after your return address on your outgoing mail. Generally, you would enter your full name (e.g., Dr. Nick A. Riveria).

Connection Method: Select MacTCP (this is the default).

Personal Information

This section obtains most of its information from the **Getting Started** section. The only area which needs to be edited is the **Return Address** field. Some people may wish to use their GSFC ERS address (or some other e-mail address) as their return address instead of their POP address.

POP Account: Filled in automatically from the **Getting Started** information above.

Real Name: Filled in automatically from the Getting Started

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information above.

Return Address: Fill in the e-mail address which you want to appear on the **From:** line in mail messages that you create. People will address your mail to be sent to this address, so it must be valid. This address can be the same one you entered in the **POP Account:** field above, or you can enter your E-Mail Reflector System (ERS) address. Entering your ERS address is the method preferred by the CNE.

An individual's ERS address is made from their actual name as it is found in the LISTS database. The address typically takes the form firstname.mi.lastname.#@gsfc.nasa.gov and should be entered in lower case letters (e.g., nicolas.a.riveria.1@gsfc.nasa.gov).

Dialup Username: This space should be left blank.

Hosts

This section has only four fields of importance: **POP Account**, **SMTP**, **Ph**, and **Finger**. The **POP Account** information comes from the **Getting Started** section. The **SMTP** field can be left blank and it will default to the POP server (all of the CNE POP servers are SMTP hosts). If you are not using a CNE POP server, you may need to enter the name of an SMTP host in order for messages to be sent successfully.

POP Account: This blank is filled in automatically from the **Getting Started** information above.

SMTP: By leaving this line blank, Eudora assumes that the POP server upon which you have your account is also your SMTP server. If you use any of the CNE POP servers, this line should be left blank.

Ph: This line should read "ph.gsfc.nasa.gov" so that you can query the GSFC Ph server.

Finger: This line should read "x500.gsfc.nasa.gov" so that you can query the GSFC finger server.

The settings DNS Load Balancing, Overlap POP3 Commands For Better Performance, and "Live" Ph Queries should all be left off (unchecked).

Checking Mail

This section defines how often Eudora will check for e-mail, how your e-mail is received, and how your password is handled.

POP Account: This blank is filled in automatically from the **Getting Started** information above.

Check For Mail Every [?] Minutes: This box should be checked if you want Eudora to automatically check for your e-mail. The [?] field needs to be filled in with a value greater than 15 minutes

Skip Messages Over [?] **K**: By checking this box, messages over the size specified in the [?] field will be left on the server until you specifically request to download the rest of the message. Downloading the entire message may be achieved by clicking on the download icon (a downward pointing arrow) in the upper right hand of the message window.

Leave On Server For [?] Days: In accordance with the CNE policies, email should not be left on the POP servers.

Send On Check: When this box is checked, your e-mail will be sent whenever Eudora check for e-mail (either automatically or manually).

Save Password: If this box is checked, Eudora will cache you password and it will never prompt you to enter your password when checking for e-mail. In order to minimize security risks, this option should not be checked.

Authentication: The radio button before **Passwords** needs to be marked.

The settings **Delete From Server When Emptied From Trash and**, **Overlap POP3 Commands For Better Performance** should be left off (unchecked).

Sending Mail

This section defines how Eudora sends your e-mail. It also defines some of the default configurations on newly created messages.

Return Address: This blank is filled in automatically from the **Getting Started** information above.

Domain To Add To Unqualified Names: This blank should contain the Goddard IP domain *gsfc.nasa.gov*.

SMTP Server: By leaving this line blank, Eudora assumes that the POP server upon which you have your account is also your SMTP server. If you use any of the CNE POP servers, this line should be left blank.

Immediate Send: When this box is checked, your e-mail will be sent once the "Send" box is clicked in the new message window. This setting overrides the setting Send On Check.

Send On Check: When this box is checked, your e-mail will be sent whenever Eudora check for e-mail (either automatically or manually).

Use Signature: If you would like your signature appended to every message you send, check this box.

May Use Quoted-Printable: By turning on this option, Eudora sends messages with quoted-printable encoding in the message body (when applicable). In general, this option should be left on.

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Keep Copies Of Outgoing Mail: If this is on, copies of any outgoing email are stored in the Out mailbox. If this is off, copies of any outgoing e-mail are stored in the Trash mailbox.

Automatically Fcc To Original Mailbox: When this box is checked, replies to messages are copied into the mailboxes in which the original message are stored. This option does not affect replies to message in the In mailbox.

Expand Nicknames Immediately: This option allows for any nicknames entered in the To: line to be displayed fully with what is in the Address Book under that entry once you switch fields. This is a convenient way to verify the e-mail addresses in the address book before sending a message.

Word Wrap: If this option is on, Eudora automatically inserts a carriage return after the 76th character on a line.

Fix Curly Quotes: If this is on, Eudora replaces curly quote marks with conventional (straight) quotes. This helps increase the legibility of the message if the recipient is not using a mail reader with the capability to display specialized characters.

Attachments

This section defines how Eudora sends and receives attachments. MIME is the new standard that NASA wants all e-mail systems to be able to encode and decode. Since Macintosh files are a little different than data files used by other computers (they possess both a data and a resource folk), they require a specialized version of MIME called AppleDouble. AppleDouble is sometimes referred to as MacMIME, and should be the default encoding method used in sending attachments.

Encoding Method: This should be set to AppleDouble.

Always Include Macintosh Information: If this is on, any attachments sent will be Macintosh-centric (i.e., when sent, they will include extra information that only other Macintosh computers can use). This option should not be turned on.

Receive MIME Digests As Attachments: If this is on, any MIME digest will be converted to a mailbox.

Attachment Folder: Clicking on this button will allow you to select or create a folder in which all of your attachments will be saved.

Trash Attachments With Messages: If this setting is turned on, an attachment will be deleted once the message is deleted. This is a dangerous setting to turn on, and is best left off.

TEXT Files Belong To TeachText: Clicking on this button will allow

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you to select an application with which read ASCII text files.

Fonts & Display, Date Display, Toolbar, Getting Attention, Extra Warnings, Replying, MacSLIP Cooperation, and Moving Around

These settings are for local settings which have no bearing on the overall operation of the application. These settings will not be covered in this document. Also, the setting MacSLIP Cooperation should be ignored since the CNE does not sponsor the use of Hyde Park Software's MacSLIP utility.

Miscellaneous

This "catch-all" area of Eudora's settings has one very important option that need to be set so that Eudora integrates itself well in the GSFC network environment.

Use Old-Style ".toc" Files: This should be set to on. By keeping this on, the mailboxes created with the Macintosh version of Eudora Pro 3.0 can be read by older versions of Eudora on both the Macintosh and the PC.

All of the other options in this setting can be adjusted to best suit the user's requirements.

Settings Icons and Mailbox Columns

These settings are for local settings which have no bearing on the overall operation of the application. These settings will not be covered in this document.

Styled Text

Eudora Pro 3.0 allows for messages to contain styled and formatted text. This enriched text will cause an interoperability problem when transmitted to users who cannot view MIME enriched text. Currently, the best thing to do with styled text is not use it at all. By correctly configuring the options in this section, Eudora will automatically discard any of these enriched text commands thus insuring a higher level of interoperability.

Discard Style Information: This option should be turned on.

When done with configuration changes, click the **OK** box in the lower right corner of the **Settings** window. Although there are many other settings remaining in the Eudora configuration section, these are the ones that must be set for Eudora to work. Most of the other settings are self-explanatory and allow you to customize the

program to suit your personal preferences (i.e., how often Eudora checks the server for mail, preferred display font, etc.).

Spellswell And Eudora Pro

Eudora is equipped with an interactive spell checker called Spellswell. If you find that the install process did not automatically set up your spell checker, you can set up this feature manually. First, pull down the Edit menu and highlight the option Add Word Service... Select the "Word Services" application called Spellswell and click Open.

To check your spelling in an e-mail message, pull down the **Edit** menu and highlight the option **Check Spelling**. Spellswell will automatically launch and alert you to words not found in its dictionary and suggest alternatives.

Getting Help In Eudora Pro

Eudora is equipped with interactive on-line help. To access these help dialogues, go the **Balloon Help** menu under the ? menu in the upper right corner of the screen. Select **Show Balloons** to turn on the interactive help and **Hide Balloons** to turn it off. To access other on-line help files, highlight any of the topics found under the ? menu in the upper right corner of the screen.

Sharing a Mac with Other Users

As Eudora downloads all of the mail to a local workstation, there is a risk that someone may inadvertently see the messages of other users who share that computer. To limit this risk, you will need to have different settings files for each user. If you are sharing a Mac with other users, you will need to perform the following steps to make sure that you do not find yourselves sharing mailboxes on the local machine:

- 1) Make sure Eudora is not running. Then remove the "Eudora Folder" from the "System Folder" and place it on the desktop.
- 2) Make a duplicate of the "Eudora Folder" for each user using the **Duplicate** command (under the File menu of the Finder). This folder contains the users mailboxes, signature files, etc. Rename this folder so that it makes sense (e.g., change the name from "Eudora Folder Copy" to something like "Nick's Mailbox").
- 3) Configure a copy of the "Eudora Settings" (found in the "Eudora Folder") for each user, using the procedure detailed above. This is the file that contains each individual's e-mail account information.
- 4) Make an alias of each "Eudora Settings" file using the "Make Alias" command (under the File menu of the Finder). Rename these aliases to

something easy to remember (i.e., Nick's Settings, Moe's Settings, etc.).

Now whenever one of you need to check your mail, all you have to do is double-click on your personalized Settings file to launch Eudora. All messages that the user will download will be placed in the folder where the currently used copy of the "Eudora Settings" file resides (i.e., the folder you created in Step 2).

For further information about securing a shared Mac, see the CNE document, "A Quick Overview of Cryptdisk" .

Having Multiple Nicknames Files

To have multiple nicknames files on you Macintosh, create a new folder within your "Eudora Folder". Call this new folder "Nicknames Folder". Now you can insert multiple nicknames files into this folder.

Note: The standard Eudora Nicknames file should remain in your "Eudora Folder". Do not place it in the newly created "Nicknames Folder".

The nickname file is an ASCII document in the following formats:

Note: Enter only the italicized text into the nickname file!

Single Users: alias <nickname> <e-mail address>

Here <nickname> is the nickname you are specifying for the user, and <e-mail address> is their fully qualified e-mail address.

For example: alias cne cne@cne.gsfc.nasa.gov

Multiple Users: alias <nickname> <e-mail address>, <e-mail address>

Here <nickname> is the nickname you are specifying for the users, and <e-mail address> is their fully qualified e-mail addresses. All of the addresses need to be separated by a comma and a space.

 $For \ example: \ a lias \ email\ cne@cne.gsfc.nasa.gov, \ email-help@cne.gsfc.nasa.gov$

When you display you nicknames in the "Nicknames" window, you will see all of the entries from all of the nicknames files you have created. When a nickname is selected, the list in which it exists will be displayed in the upper right corner of the window. If you create a new nickname, the new nickname dialog allows you to select the file into which you want the nickname placed.